

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 47

5 AUG 1971

MICROFICHE PROGRAM

1. This notice establishes a microfiche program, a form of microfilming, for the Office of Research and Development and details the procedures to be followed for implementation of the program.
2. The conversion of the ORD files to a microfiche form will follow these procedures:
 - a. After the completion of work on a contract, the responsible division will prepare the file for microfiche as follows:
 - (1) Arrange documents in chronological order.
 - (2) Remove duplications and documents which do not pertain to the contract.
 - (3) Material to be microfiched must be of original or first copy quality. It may be necessary to type or retype some material which is of poor quality and would not reproduce well.
 - (4) When the clean-up process has been completed, send the file to the ORD Records Management Officer (RMO) for further processing.
3. When the RMO receives a file for microfiche processing, the following steps will be taken:
 - a. The contract and administrative files will be combined and duplication in the files will be eliminated.

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b. A review will be made of the completed file for documents which will not reproduce well or which are otherwise questionable. If there are items which are questionable, the file will be returned to the division for correction in accordance with 2a(3) above.

c. A "shelf list" of the file will be prepared for the reference of the originating division and the RMO.

4. The Records Management Officer shall be responsible for forwarding the file to Printing Services Division for processing and production of two microfiche copies of the file. When the file and the microfiche records are returned, the Records Management Officer will arrange for verification and quality control review. When suitable and complete microfiche copies have been received, the file will be destroyed. One copy of the microfiche record will be sent to the Agency Archives for permanent storage and the other shall be retained in the Registry for the use of authorized personnel.

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Robert M. Chapman
Director of Research and Development

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